**Santhosh S. Mogaveera Mobile:**+91-9029288432 **~ E-Mail:** santhoshmogaveera@yahoo.com

**Looking forward to work in professional & stimulating work environment to handle challenging tasks independently as well as to be a member of a highly motivated team in the field of Treasury, Finance & Accounts.**

Executive Summary

* A professional with experience of above **9** **years** in Treasury**,** Finance and Accounts.
* Currently associated with **Bayer CropScience Limited** as **Executive Finance.**
* Expertise in handling Treasury, Finance & Accounts Activities.
* Excellent negotiation, interpersonal and communication skills with proven ability to communicate complex issues clearly and concisely.
* Confident of performing well as a good team player & prove to be valuable asset to organisation.

**Professional Experience**

**Bayer CropScience Limited, Thane Since April’2010**

**Executive Treasury &Finance**

**Accountabilities: Corporate Treasury and Financial Accounting.**

* Preparation and circulation of Bank Reconciliations to the respective teams on weekly basis.
* Preparation of Monthly Trade Position for hedging purpose.
* Preparation of FX revaluation Gain/Loss on monthly basis and account the same in month end.
* Analysis of P&L and Balance sheet GL items related to Finance on monthly basis.
* Accounting of Customer receipts entry in SAP.
* Accounting of Vendor payment entry in SAP.
* Accounting of daily fund transfer, RTGS, ICD borrowing & payment entry in SAP.
* Releasing Local Vendor payment through payment run.
* Preparation of Import documents and submit to bank for payments on due dates for group companies as well as third parties.
* Preparation of LC documents for Customer Invoice & submit the Bill of Exchange to Bank for negotiation of payment.
* Responsible for issue of LC for Vendor order.
* Preparation of Monthly insurance schedule and expense out the insurance premium in month end.
* Preparation of Monthly ICD schedule and expense out the interest expenses in month end.
* Updating of Import & Export documents in Import & Export register.
* Preparation of Export documentation for submission to bank.
* Preparation of 15CA for A2 remittance.
* Follow up on overdue payments and Non-receipt of Bill of Entries status with respective persons.
* Follow up with Customer & BU for overdue invoice payments
* Calculation of Interest Income & Interest Expense for advance tax computation on quarterly basis.
* Handling of CMS queries.

**TUV SUD SOUTH ASIA PVT LTD, Andheri Nov’2007 – Apr’10**

**Account Executive**

TUV SUD SOUTH ASIA PVT LTD. is the leading certification, testing, auditing, inspection and training company with a strong presence in India, Bangladesh and Sri Lanka.TUV has an extensive network of over 29 offices including 11labs across the three countries .The company caters to a client base of over 10,000 companies across a wide range of sectors that include automotive, plant engineering, environmental technology, food safety, textile & leather, health care, infrastructure consultancy and technical as well as non-technical skill development training.

**Accountabilities: Corporate Accounts.**

* Arrange for fund transfers, RTGS, Loans and get the same processed by timely follow up with the bank and proper accounting of the transactions.
* Ensuring timely payment of Vendor overdue payments.
* Preparation of 15CA for A2 remittance.
* Co-ordinating with branch colleague for collection of overdue customer payments.
* Co-ordinating with bank for arrangement of Bank Guarantees.
* Preparing weekly customer outstanding receivables & follow up with Customer & Business Unit.
* Preparing of Service tax liability statement & ensuring timely payment of tax liabilities.
* Preparation and circulation of Bank Reconciliations to the respective teams on weekly basis.
* Preparation of Monthly GL analysis.
* Co-ordination Intercompany accounting & reconciliations.
* Arrange to issue Bank Guarantees and maintain its records.
* Accounting of Petty Cash operations.
* Co-ordinating with the banks on various issues.
* Month end Provision of Interest & CMS Charges.

**Envirex India Pvt ltd., Powai June’04-Oct’07**

**Account Excecutive**

Subsidiary Company of Chemtrols Industries Limited, Envirex is a leading solution provider in Water & Waste Water Management systems, Air Pollution control systems like Scrubbing systems, Dust/Fume Extraction systems etc. and Waste to Energy and Waste Management systems.

**Accountabilities:**

* Accounting of Customer receipts & Vendor payments.
* Ensuring timely payment of Overdue Vendor payments.
* Ensuring timely payment of Tax liabilities & utility bills.
* Preparing the Cash Flow statement on daily basis.
* Conducting bank reconciliation.
* Preparation of MIS statements like Debtors, Creditors, Sales, Expenses etc.
* Responsible for disbursement of the monthly employees’ salary.
* Interaction with tax consultant & auditor for verification of the accounts.
* Responsible of Finalisation of Books of Accounts.

**Computer Proficiency:**

* Accounting Packages : Tally ERP 9, Quick Book, SAP R3 SD Module.
* Word Processor : Microsoft Word.
* Spread Data Sheet : Microsoft Excel.
* Operating System : MS Dos, MS Windows.
* Others : Internet.

**Academic Credentials**

2007 M.Com. From University of Mumbai.

2003 B.Com. From St. Xavier’s Mumbai, University of Mumbai.

**Achievement & Awards**

1. Implemented Electronic Bank Statement upload in SAP for all banking transactions.
2. Re-structuring of Bank Charges for Bayer Group of Companies resulting 20% in cost saving.
3. Stream line of Service Tax payment process.

**Training & workshop**

1. Completed workshop on 7 Habits of Highly Effective People.
2. Completed one week SAP training in SD module.

**Personal Dossier**

**Date of Birth:** 1st June 1981

**Address:** MAHAVIR DHAM CHS LTD,ROOM No.404,WING-A,OFF MIRA BHAYANDAR ROAD,

NEAR PLEASANT PARK,NEAR GCC CLUB,MIRA ROAD (East), Mumbai–4011 07

**Linguistic Abilities:** English, Marathi, Hindi and Kannada.

Note:- Open to relocate Bangalore.